

Describes disaster preparedness, disaster plans, disaster response, and replacing Federal publications damaged or destroyed in a disaster

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### 14.1 What's New or Important

- This entirely new chapter discusses disaster recovery issues that are specific to Federal depository libraries. While many excellent books, articles, and Web resources concerning disaster preparedness and recovery are available, as a depository coordinator, you NEED to know what to do in the immediate aftermath, how to handle treatment and replacement issues, and how to maintain processing and public service after a disaster affects the depository collection. The information presented is based upon the actual experiences of depository libraries that have been through many different kinds of disasters.

- Specifically, this chapter includes a general discussion of disaster preparedness, strongly encourages the development and documentation of a disaster plan, and provides instructions for a disaster response. The chapter also discusses the replacement of Federal documents damaged or destroyed in a Disaster and provides additional resources for more information concerning disaster preparedness and recovery.

- All U.S. Government publications supplied to depository libraries through the Federal Depository Library Program (FDLP) remain the property of the United States Government; your depository is responsible for their replacement or repair if this property is lost or damaged.

- The following are some basic questions you should ask yourself about disaster preparedness and recovery.

- Does your library have a disaster plan?
- Does your library have supplies?
- Does your library have up-to-date lists of emergency contacts?
- Does your library have an easily accessible list of staff contacts to call first? What if your primary contact is unavailable?
- Does your cleaning staff have this important contact information?
- Does your library have an evacuation plan and maps?
- Does your library have salvage priorities?
- Does your library have an easy to understand information tree, for steps to take when an emergency arises?

## **14.2 Disaster Preparedness In General**

Disaster Preparedness begins with a threat assessment and subsequently taking some common preventive measures to avoid loss.

### **14.2.A Threat Assessment**

Often, you can avoid or minimize the damage caused by a disaster by proactively examining the possible threats or risks to your library collection and building. Think about common disasters that may occur in your area. Water is the most common destructive force affecting libraries. Is the area prone to hurricanes, earthquakes, or floods? If the library is in an earthquake zone, are the shelves bolted and reinforced? What is the condition of the library building? Are there structural defects or other problems in the facility? Is the electrical wiring in good working order? Are there changes in temperature and humidity that encourage the growth of mold and mildew? Does the building have plumbing or drainage problems? Realistically assess the condition of the library's building and immediate area. Should a disaster occur in the future, what actions can you take in advance to lessen the damage?

### **14.2.B Prevention**

There are common preventive measures that your depository can take to help avoid the loss of materials.

- Materials should be shelved at least six inches above the floor.
- No valuable materials should be stored in areas prone to flooding.
- Keep rare or valuable materials away from windows.
- Hang fire extinguishers in accessible areas and train staff how to use them. Include their location in the depository floor plan.
- Include fire exits and fire alarm pulls on the floor plan.
- Keep storage areas uncluttered and store materials off the floor.
- Do not block aisles or exits.
- Maintain a temperature of less than 70 degrees and a humidity level of less than 50 percent to discourage the formation of mold and mildew.
- Restrict food to certain areas of the library building, and empty trash cans daily.
- Install water-sensing alarms in areas susceptible to flooding.
- Install a sprinkler system, if appropriate. A sprinkler system may not be appropriate for some collections but should be considered when planning renovations or new buildings.

### **14.2.C Other Preventive Measures**

Other preventive measures you can take include:

- An important preventive measure is electronic backup of digital data. If your library has a regularly scheduled server backup with a backup-and-recovery service, bibliographic records for depository materials in the library's electronic files should be included and duplicated offsite. Personal computer files, account numbers and passwords, processing procedures, the depository disaster plan, electronic shelf lists, and other items that are essential to depository operation NEED to be saved on CD-ROMs, zip drives, or external hard drives and stored away from the library building.

- If possible, rare or important depository materials that exist only in tangible format should be digitized. They can then be saved and backed up on electronic media. Additionally, identify rare depository materials and consider housing those in the rare books or special collections departments in the library.

- Insurance companies may want to know exactly which titles or how many publications were destroyed. In many depositories, only selected holdings are reflected in the online catalog. Ideally, Kardex files, shelf list files, and other important paper files should be digitized or duplicated. If these files were to be destroyed, it would be difficult to determine which materials were in the collection.

- High priority publications are items that are of great importance to the depository collection. These publications should to be considered first when developing preventative measures. If it is not possible to put preventative measures into place to avoid their damage, then these materials should be salvaged first and should be included along with a description and the call numbers on the depository emergency floor plan. Make sure the emergency floor plan and the location of those high priority publications are available to your fire department. They will usually make an effort to save what you consider most important. Here's a checklist to help you identify high priority publications:

- Is the publication a rare or important item?
- Is the publication needed to continue service to patrons at a temporary location?
- Is the material available in another format, such as online?
- Is the publication accessible at another depository library in your local service area?
- Does the item require immediate attention?
- Would replacement cost more or less than restoration?
- Does the printing or paper coating of the publication require special handling?

### 14.2.D Insurance

- Insuring the value of the Government documents collection against loss is imperative to successful disaster recovery. According to the Principle of Comparable Treatment, your depository collection should be given the same level of insurance protection as the rest of the larger library's collections. Keep in mind that insurance companies have a variety of methods for valuing collections, and you should be consulted when valuing Government publications, including depository items housed at other locations. The ownership of the Federal

publications and the library's responsibility for replacing them NEEDS to be made clear in discussions concerning insurance.

It is incumbent on your library's administration to make certain the policy covers materials entrusted to the care of the library as well as materials owned by the library.

- Often, replacements for historical collections such as the Congressional Serial Set will necessitate a large outlay of funds for digital or microfiche replacement. Large runs of statistical publications may also require much more than the average price per publication allowed under the insurance policy. Plans range from very sophisticated valuation schemes taking into account price per unit by date published and processing costs, to simple valuations of a more minimal average price per item. When negotiating the insurance coverage, consulting with the depository coordinator will improve the library's chances for adequate replacements of core and high priority publications in the collection.
- In keeping statistics of holdings, be as detailed as possible. Statistics may be categorized by format of the publication and whether the items were received on deposit, received as gifts, or purchased. Consider listing rare or valuable material separately. The more detailed the collection statistics are, the easier it will be for you to calculate insurance valuation or replacement costs in the event of a disaster.
- Photo documentation of the depository collection prior to a disaster is essential in documenting the quantity and condition of the collection, furniture, and equipment. Insurance companies may require this sort of documentation.

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### **14.3 Disaster Plan**

- Your library disaster plan is a guide that is used to assist in preparing for and recovering from a disaster. Disasters can range from minor incidents such as broken water pipes to major damage caused by floods, fires, or earthquakes. Your library should have a disaster plan in place to prioritize salvaging library materials and to resume public service as quickly as possible when a disaster occurs. If your library does not currently have a disaster plan, it should begin developing one immediately. Federal Government publications should be specifically addressed in the disaster plan. Resources for writing a disaster plan are listed at the end of this chapter. It is acceptable for your depository's disaster plan to be included in an overall plan for the entire library.
- Your library disaster plan should mark the location of high priority publications and disaster recovery supplies on a depository emergency floor plan so that they can be easily located. Each emergency is a unique event; your library disaster plan should be adaptable to the situation at hand. The goal in disaster planning is to recover the materials that have value, plan for replacement of lost items, and resume service to users as soon as possible.
- Your library disaster plan should consist of a master copy and multiple working copies and include preservation and recovery procedures. There are procedures that can be followed by your library staff as well as procedures that an outside disaster recovery company will follow, taking into consideration that a company may have little or no experience with damaged library materials or Government publications.

### **14.3.A Master Copy**

The master copy of your library disaster plan includes information not found in the working copies, such as an introduction, previous disaster reports, and an annual review and update schedule. Review the disaster plan annually, and date any revisions.

Suggestions for your master copy of the disaster plan include:

- Introduction statement
- Emergency telephone numbers and email addresses including disaster response team coordinators and members, nearby depositories and regional depositories, and Government Printing Office (GPO)
- Threat assessment
- Prevention (mitigation)
- Backup plan for digital data
- High priority publications list
- Recovery methods
- Floor maps, charts and graphs (including location of disaster response supplies, high priority publications, exits, and fire-alarm pulls)
- List of vendors and service providers
- Disaster response and recovery reports
- Annual review and revision schedule (all revisions should be dated)
- List of disaster recovery companies to contact

### **14.3.B Working Copy**

The working copies of your library disaster plan are a scaled-down version of the master copy. They should include concise directions, lists, tables, charts, diagrams, and the depository emergency floor plan. The working copies will include little text, because first responders will not have time to read long passages. The working copies, placed in plastic page protectors and bound in a three-ring binder, should be distributed to key personnel and service points for use by first responders at a disaster site.

Suggestions for your working copy of the disaster plan include:

- Emergency telephone numbers and email addresses
- Telephone numbers and email addresses for all staff members, including a contact such as a family member who could confirm their whereabouts in the event of an evacuation

- Steps to establish a Web site to track information in the event of a disaster
- Depository emergency floor plan
- High priority publications list
- Recovery instructions and procedures

Resources listing disaster supplies and describing recovery methods are included at the end of this chapter.

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### 14.4 Disaster Response

This section provides basic information regarding your response to a disaster. While the environment following a disaster is often chaotic, a response **MUST** occur swiftly to minimize damage and to maximize recovery efforts.

To help you respond in a more logical and swift manner, consider the following points.

- Know when to safely re-enter the damaged building and start an initial damage assessment.
- Be familiar with the tips on recovering government materials and develop a disaster recovery report that provides the details of the disaster and loss you experienced.
- Remember to contact Library Services and Content Management (LSCM) to cease shipments in the event that your library cannot receive shipments.
- Resume public services as soon as practical and communicate with other depository libraries about your situation.
- Evaluate the damage and assess the losses, prioritize treatment and/or replacement.
- Process new or replacement material as soon as possible to meet your user needs.

#### 14.4.A Entering the Library Building and Initial Assessment of Damages

You should not enter a damaged library building until appropriate authorities have declared the building safe for entry. Upon entry into the building, locate the area of the Government publications collection and begin an initial assessment of the damage including writing an assessment of the damage as documentation of your loss. Documentation of the damage is very important and should include photos or videos of the damage. Recovery commences with the stabilization of the area in which the government documents collection was housed, followed by the actual recovery of the materials.

#### 14.4.B Documentation of Damage

A photographer should be assigned to document each stage of the disaster and recovery activities. The photographer will record the damaged areas and materials before any recovery efforts take place. Photo documentation should continue throughout the recovery period with the time and date of each photo or video recorded. As depository coordinator, you should document all response and recovery efforts in writing and prepare a detailed report of the disaster for future reference. A report of the damage and recovery efforts should also be posted on e-mail discussion groups such as GOVDOC-L and any local or statewide groups. Other libraries may want to help.

#### **14.4.C Stabilization and Recovery**

Below find information regarding stabilization and initial recovery efforts as well as tips for recovering government materials.

- After documentation photos or videos have been made, you will want to work to stabilize the area. Clean up standing water and remove soggy carpet. Try to bring temperature and humidity to recommended levels (65 to 70 degrees and 40 to 50 percent humidity) to deter the formation of mold and mildew. If electricity is available in the building, fans and dehumidifiers are useful for this purpose.
- Familiarity with Federal Government publications (the collection, SuDocs numbers, recordkeeping, etc.) is essential in keeping track of the disposition of the publications that were damaged. You will want to train all library staff on Government publications in advance to ensure that everyone is able to assist with recovery efforts.
- You can locate the items on the high priority publications list, and determine the method of recovery that should be used. There are many salvage options available, but some are very expensive. Find out what your library will allow and plan accordingly. If a recovery service will be used, they may require specific handling instructions. Check with the head of the disaster response team for specific treatment instructions.

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#### **14.5 Tips for Recovering Government Materials**

Some good tips for recovery of damaged materials include the following. Note that in order to process damaged materials quickly after a disaster, your depository library may want to stock some supplies just in case.

- Label boxes with waterproof markers or plastic tags.
- If items are being moved to a recovery facility, begin with the most water-soaked items.
- If your library has decided to air-dry items, choose the least damaged items first for a faster recovery.
- Mold and mildew can develop on wet materials within 48 hours. If possible, damaged

material should be frozen to stop further water damage and mold growth.

- When freezing publications, pack them in vented plastic crates such as milk crates that have holes for air circulation.
- Materials with only minor water damage can be packed in cardboard boxes for shipping.
- Wet microfiche/microfilm and photographic negatives should be placed in clean water and transported to a recovery facility to be air or freeze dried within 48 hours. If they are muddy, rinse them first.
- Compact disks can be rinsed and dried with a sponge or a blow dryer on the “cool” setting.
- If asbestos has contaminated materials, hazardous materials experts should be consulted regarding handling.
- Undamaged publications may have to be removed from the building. Place these materials in stackable containers for easy transportation.
- Keep a list and photos of the materials that have been salvaged, thrown away, or stored. Keep careful records of where materials have been sent, and update the list when materials are moved or returned.

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### 14.6 Disaster Recovery Report

After each disaster, no matter how minor, you will want to write a disaster recovery report detailing the event and the recovery.

- the date and time of the disaster;
- a description of the disaster;
- an approximate number of documents affected;
- immediate response taken;
- long-term actions taken;
- amount of time spent on the recovery;
- results or impact of the disaster;
- a description and number of pieces discarded, if any;
- recovery budget and amount spent; and
- photographs or videos made by the photographer.

You should send a copy of this report to your library administrator, the regional depository library, LSCM, and the disaster response team leader. Keep a copy filed in the Master Plan notebook.

#### **14.6.A Notification to Library Services and Content Management (LSCM) when your Depository Library cannot Receive Depository Shipments**



- If damage to the building where the depository shipments from LSCM are received is extensive and interrupts the normal delivery of mail, you should notify Depository Distribution in the Office of Collection Management and Preservation as soon as possible to make appropriate arrangements. These arrangements may include LSCM holding your depository shipments.
- Contact [askGPO](#) regarding shipments.
- You should also contact your local United States Postal Service office, other delivery services (for example, United Parcel Service (UPS)), and the mail delivery system at your institution to make temporary arrangements to hold shipments or deliver them to an alternate location.

### **14.6.B Resumption of Public Service**

- Public services, including access to and service in the use of Federal Government information resources, should be resumed as soon as possible after a disaster. If the public service points for the Federal publications have been extensively damaged, temporary service points should be established within the building or in another library or building on campus or in the community. The public should be kept informed of the status of the depository through available media sources as well as the depository's Web page.
- If your depository cannot provide public service, arrangements for providing public service should be made with a nearby depository or with the regional depository library. In any case, the information about the temporary public service location and contact information should be communicated to LSCM, the other depositories in the state, and other libraries that may rely on your services.

### **14.6.C Communicating about the Availability of Government Publications**

- The Federal Government information resources should be made accessible to the public as soon as the building has been declared safe for occupancy and public use.
- If the resources are located in areas that are heavily damaged and that will require extensive repairs or renovations, you should make arrangements to retrieve publications for public use from these damaged areas or from an offsite facility if one is established. Referrals to nearby depository libraries and the regional depository library can also be made in order to provide the public access to Government information.

### **14.6.D More Information for Evaluating the Damages and Assessing the Losses in your Depository Library**

- Federal publications are distributed by LSCM in a variety of formats: tangible, microfiche, tangible electronic (audio, video, CD-ROMs, DVDs, floppy diskettes), and maps. In some depository libraries, all Government publications, regardless of format, are housed together in one location. In other depositories, the format determines where the material is located.
- Some depository libraries choose to integrate their Federal publications into the main collection using a cataloging and classification system other than the Superintendent of Documents system. Determining the extent of the damage or loss of publications in this case would be part of the evaluation of the damaged materials in that location in the library.

- The condition of the damaged publications will be assessed following the established procedures in your library's disaster plan. If the damage is extensive and experts determine that the collection is a total loss, there would be no reason for further assessment of the condition of the material. If the damage is not extensive, publications should be examined on an individual basis to determine their condition. For example, publications damaged in a fire may be evaluated and categorized as:

- Unsalvageable/To be replaced; or
- Salvageable/To be rebound; or
- Salvageable/To be cleaned.

- Ideally, staff performing the evaluation should be familiar with Federal publications. In any case, guidelines for the evaluation process should be written and retained for future reference. Training should be provided to staff who will be evaluating the material.

- When evaluating individual publications, be aware that the damage may not be as extensive as it appears. Some depositories place small brochures (for example, National Park Service brochures) in manila envelopes to help in stack maintenance. In a fire, the envelope may be partially destroyed, while the brochure itself has survived. Bindings that appear completely charred on the outside may have contents that were only slightly damaged in a fire. Carefully examine and evaluate older publications (such as Serial Set volumes) that contain brittle paper and folded leaves before the final assessment is made.

- In assessing losses, you should consider that even if a publication has been rebound or cleaned, this does not preclude further damage to the material. In a fire, the high heat and smoke shortens the life expectancy of the damaged documents. Deterioration will be evident in the black staining that appears on the text edge of newly rebound books, audible cracking of damaged adhesive when volumes are opened and heavy soot deposits remaining on page edges and along fold out creases. This rate of deterioration cannot be predicted but is something that NEEDS be monitored on a regular basis.

- When depository library materials are badly damaged or decomposed as the result of a natural or man-made disaster, regional librarians may authorize the bulk disposal of such materials and bypass the Needs & Offers lists. Considering the state of decomposition of those items, LSCM does not require damaged materials be offered to other depositories.

#### **14.6.E Prioritizing Treatment/Replacement**

- After the damaged publications have been evaluated and categorized, the method of treatment outlined in your library's disaster plan should be followed or a process should be established to fit the specific circumstances of the situation.

- Some questions that NEED to be considered in the treatment process:
- Who is doing the treatment (library staff or members of the disaster recovery service)?;

- Where will the treatment be done (on-site or off-site)?;
- What timetables need to be followed?; and
- What outside factors may influence the process (institutional or insurance company requirements)?

- Establishing the priority for replacing material that cannot be salvaged should follow your depository's collection development policy for U.S. Government publications and the priorities established in the library's disaster plan.

### **14.6.F Bibliographic Control**

- Records of the disposition of the publications **MUST** be kept. Notations should include information that will assist the public in determining the status or location of a publication. The status or location might read, for example,:

- destroyed;
- sent to bindery (date sent); or
- sent for treatment at an offsite facility (date sent).

- These notes could be entered in the cataloging records in your depository's online catalog so that the status of a publication can be determined. In depositories that have paper or electronic shelf list records for some of the documents in their collections, the status notes should be entered in the shelf list.

- A spreadsheet listing those publications that were destroyed will probably prove useful. This record could be used to provide easy access to the status information of a publication not listed in the depository's catalog and would be useful when searching for replacements in disposal lists or through the Needs and Offers List.

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## **14.7 Replacing Federal Publications Damaged Or Destroyed In A Disaster**

When disaster strikes your depository, many decisions **MUST** be made about replacing damaged or destroyed publications. If only a few publications have been damaged, it may be relatively easy to replace them.

However, if the disaster damaged or destroyed a large portion of your depository collection, you **MUST** plan for replacement or treatment of damaged publications in consultation with your parent institution, the insurance company or other funding agencies, the regional depository, and LSCM.

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## **14.8 Responsibilities of Regional and Selective Depositories**

- Regional depositories are REQUIRED to retain at least one copy of all Government publications made available under the FDLP in printed form, microform, or tangible electronic format. A regional is therefore obligated to attempt to replace or restore all FDLP publications that were damaged in a disaster. Selective depositories MUST make every reasonable effort to replace or repair the Federal Government property that has been lost or damaged. In many cases,

electronic versions of publications are acceptable replacements for damaged or destroyed tangible publications. For more information, please visit the web page on the [FDLP Guidelines on Substituting Electronic and Tangible Versions of Depository Publications](#).

- Your library director should be aware that a disaster does not absolve the library of responsibility in continuing to fulfill the duties of a Federal depository library. Furthermore, the depository collection MUST be replaced to the same extent as non-depository collections in the library affected by a disaster.

For example, your library cannot use the disaster as an opportunity to drastically reduce the size of the Government publications collection or to circumvent the withdrawal process. However, material that would have been targeted for withdrawal under normal circumstances need not be replaced.

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## **14.9 Treatment and Replacement**

If damaged publications are to be treated, they should be restored to a usable condition. For example, traces of mud or soot should be removed from each publication. Some damaged publications may be restored to a usable condition by being bound or rebound by a binding company. If it is not possible to restore the documents or if replacement is deemed more appropriate, your depository may obtain replacement copies by reviewing the disposal lists distributed by the regional depository, by reviewing publications on the national [Needs & Offers List](#)

which includes a special section for disaster recovery efforts, by contacting Federal agencies, or by purchasing through commercial book vendors. Publications available electronically through the FDLP may be considered replacements as well. Refer to [FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications](#) for guidance.

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## **14.10 Resumption of Processing**

- Processing of new depository material should resume as soon as possible. If the processing cannot physically be done in the designated department or unit, you should make arrangements to do the processing in a temporary location either inside or outside of the library, and may involve sharing processing space and equipment with another department or unit of the library.
- If your depository loads vendor records into its integrated library system (ILS), appropriate arrangements should be made with the vendor to ensure that this procedure will not be affected by the depository's processing delays or disruptions.
- If the depository shipments are being received but cannot be completely processed, your staff should try to complete the basics, such as unpacking shipments, checking shipping lists for receipt and claiming purposes, affixing property and date received stamps, etc. Partially processed publications may be shelved in a nonpublic area where staff could retrieve them.

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### 14.11 Sources Of Replacement Documents

Although LSCM does not maintain retrospective stock of publications disseminated through the FDLP, there are several immediate sources for obtaining replacement copies of Government publications. These include:

- **U.S. Government Printing Office**

You can contact LSCM using the claims process to replace recent shipping list boxes that were destroyed. Bear in mind that LSCM may not be able to provide free replacement copies of Government property destroyed in a disaster; it is the responsibility of your depository to obtain replacements. The [GPO Bookstore](#) sells copies of many recent and popular publications.

- **Other Depository Libraries**

You should compile a list of publications that need to be replaced. This list may be distributed to the regional and to other depository libraries through LSCM's [Needs & Offers List](#).

The regional depository library may cull duplicates from its collection and may request that other selective depository libraries in the region also cull duplicates for the affected library. Libraries providing replacement publications should expect reimbursement for shipping costs from the requesting library. When possible, the regional depository should provide assistance to the selective, such as providing storage space for publications being collected or requesting material from other libraries.

Publications may be replaced in formats other than those of the damaged publications. For example, tangible material may be replaced with microforms or electronic versions. Photocopies or other types of reproductions may be requested from the regional or from other depositories, which should supply them at cost to the requesting library.

- **Library of Congress**

The [Library of Congress](#) maintains microfiche masters for all microfiche distributed

through the FDLP. Some depositories also offer microfiche duplication services and would be able to provide duplicate microfiche to other depositories for a fee.

When replacing microfiche publications, the type of microfiche NEEDS to be specified.

LSCM has distributed publications in both silver halide and diazo formats. Silver halide is considered the archival format. However, silver halide microfiche should not be stored in the same cabinets as diazo or vesicular microfiche. Also, according to some experts, even though the silver halide fiche is archival, it is more easily damaged by heat and smoke.

### - **Federal Agencies**

Federal agencies may provide free copies of recently published publications. Federal agencies also have publications catalogs available on their Web sites. The [National Technical Information Service](#) sells many Government publications, particularly technical reports.

### - **Commercial Vendors**

There are many commercial vendors that sell Government publications and could be used for replacing damaged items.

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## 14.12 Additional Resources

[The Northeast Document Conservation Center](#) is a leading resource in disaster recovery efforts.

### 14.12.A Books

- Kahn, Miriam B. 2003. *Disaster response and planning for libraries*. Chicago: American Library Association.
- Alire, Camila (ed.). 2000. *Library disaster planning and recovery handbook*. New York: Neal-Schuman.
- Fortson, Judith. 1992. *Disaster planning and recovery: a how-to-do-it manual for librarians and archivists*. New York: Neal-Schuman Publishers.
- Myers, M. J. (ed.). 1991. *SPEC kit 178: insuring library collections and buildings*. Washington, DC: Association of Research Libraries.
- Special Libraries Association. 1989. *Disaster planning and recovery: an SLA information kit*. Washington, DC: Special Libraries Association

### 14.12.B Web Sites

- [Proceedings](#) of the 10th Annual FDLP Oct. 14-17, 2001, "Effective Disaster Plans: Response, Mitigation, and Continuity"

- [Proceedings](#)  
of the 9th Annual FDLP Oct. 22-25, 2000, "Writing the Disaster Response Plan: Going Beyond Shouting "Help! Help!"
- [Proceedings](#)  
of the 6th Annual Federal Depository Library Conference, April 14-17, 1997, "Emergency Preparedness and Recovery"
- [Heritage Emergency National Task Force](#)  
These tools are the result of the Task Force's "Lessons Applied" initiative to develop practical applications for the lessons from Hurricane Katrina.
- [Disaster preparedness and response](#)  
(Preservation Department of Stanford University Libraries)
- [Disaster recovery](#)  
(University of Hawai'i at Manoa Library Preservation Department)
- [Disaster Resources: A Selected Annotated Bibliography](#)  
(ALA)
- [Disaster Planning for Libraries: Selected Resources](#)  
(California State University - Northridge)
- [CLRC Preservation Resources Page](#)  
(Central New York Library Resources Council)
- [Collection Preservation and Disaster Response Planning for Louisiana Libraries](#)  
(LALINC Task Force on Preservation and Disaster Planning)
- [Emergency Preparedness and Response](#)  
(Library of Congress)
- [Disaster Plans on the Internet](#)  
(SEFLIN Preservation and Conservation Committee)
- [Disaster Mitigation & Recovery Resources](#)  
(Solinet)
- [Disaster Prevention & Response Information Kit](#)  
(Special Libraries Association)
- [Salvage At A Glance](#)  
(Western Association for Art Conservation)

### 14.12.C Disaster Plans

- Amigos Library Services, Inc., [Disaster Plan Template](#)
- Baltimore Academic Libraries Consortium, [Disaster Preparedness Plan](#)
- Michigan State University Libraries, [Disaster Manual](#)
- New York University, Bobst Library, Preservation Department, [Disaster Plan Workbook](#)
- University of Iowa Libraries, Government Publications Department, [Disaster and Recovery Plan for Government Publications](#)
- Wake Forest University, Z. Smith Reynolds Library, [2002 ZSR Library Manual](#) (includes Gov Docs, High Priority Docs)
- Michigan State University [Resources for Preparing Disaster Plans](#)

- Western New York Library Resources Council, [Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives](#)

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### 14.13 Tips, Practical Advice, and Lessons Learned

- Often, treatment or replacement decisions are directed by the parent institution or the funding agency, such as an insurance company or the Federal Emergency Management Agency. Do not assume that, as depository coordinator, you will control the process. It is important to communicate to funding agencies the issues specific to being a Federal depository library.
- Contact vendors to get competitive quotes for replacement publications. If you are making a large purchase, vendors may offer substantial discounts.
- Keep written documentation when discussing replacement costs with vendors or publishers. Estimates of replacement costs can change dramatically as more detailed information about the extent of the damage or losses are compiled. Insurance claims based on a lower figure may not cover the actual replacement cost.
- Contact Depository Distribution in the Office of Collection Management and Preservation as soon as possible if mail service has been interrupted to make appropriate arrangements for your depository shipments.
- Publicize the disaster and your needs. Tell everyone you know. You'll be amazed at how many people come forward to help.
- Keep LSCM informed of the recovery process to assist with needs and offers and the resumption of depository shipments.
- The procedure for coping with disasters may be incorporated in the state plan with emphasis on depository coordination and communication.
- Maintain copies of depository designations or agreements in a remote location. Copies may be required by funding agencies.
- Your decision on whether to use an outside disaster recovery service or library staff and management can depend upon the extent of the damage and the disaster. For example, if staff are dealing with losses at home and come to the workplace to deal with the same type of losses, it can be overwhelming for employees.
- If a disaster recovery service is responsible for the recovery process, you and your library management team NEED to be aware that some of its recovery methods and processes may not be suitable for your library materials. For example, there are several processes and products available for removing smoke odors that would actually damage library materials. Working with a disaster recovery service or temporary workers is different from working with regular library staff, and adjustments may need to be made in a variety of procedures.

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### 14.14 Did you realize that you don't have to....?



- Waste time when a disaster occurs. Your disaster planning should include creating a list or map to alert rescue workers about materials you would like them to save first. Your secondary copies of the disaster plan should be available offsite in multiple locations so that rapid response can occur at the first sign of an incident.
- Wait for an incident to occur before acting to protect the collection. There are multiple common preventive measures that your depository can take to help avoid the loss of materials.

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### 14.15 Important for Library Administrators

- It is important for you to communicate with the staff as soon as possible after a disaster about the status of their workplace. This communication should continue on a regular basis throughout the recovery process.
- Publications received through the Federal Depository Library Program remain the property of the Federal Government. However, your library is responsible for the treatment and replacement of all publications damaged or destroyed in a disaster and should keep LSCM informed about the extent of the losses and the replacement efforts being made.
- You will also have to work with insurance companies and adjustors who may have little experience working with libraries and/or Government publications.
- Your decision on whether to use an outside disaster recovery service or library staff and management can depend on the extent of the disaster. For example, if staff are dealing with losses at home and come to the workplace to deal with the same type of losses, it can be demoralizing to the employees.
- If a disaster recovery service is responsible for the recovery process, your library NEEDS to be aware that some of its recovery methods and processes may not be suitable for library materials. For example, there are several processes and products available for removing smoke odors that would actually damage library materials. Working with a disaster recovery service or temporary workers is different from working with regular library staff, and adjustments will NEED to be made in a variety of procedures.